## VMR-VRO CHECKLIST – PAYMENT/WITHHOLDING ALTERNATE NAMES

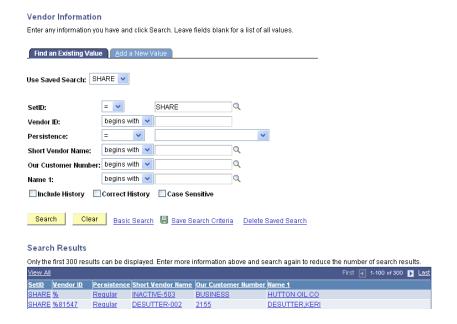
<u>Narrative</u>: This set up will apply only to the address identified by the vendor as their 1099 mailing address. This will usually apply to sole proprietors with DBA's (doing business as).

Guideline Reference - Payment/Withholding Alternate Names Guideline

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## Instructions -

1. SetID: SHARE

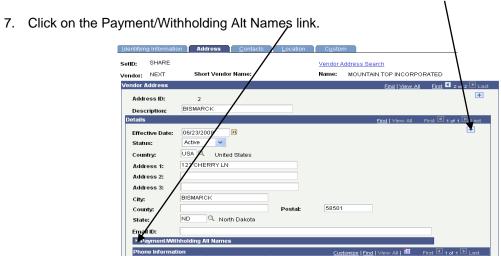


- 2. Enter your search criteria.
- 3. Click on the selected vendor.
- 4. Click on the Address Tab.
- 5. Find the appropriate address to which a withholding name is to be added.

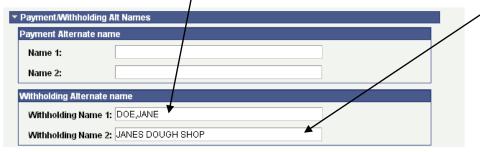
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6. Add a row to the address by clicking on the plus button on the Address Detail.



8. Add the legal withholding name in Name 1(legal name) and the vendor's business name in Name



Information entered in the 'Withholding Alternate Name' will print on the 1099. Information entered in the 'Payment Alternate Name' will print on the vendor's check. DO NOT USE 'PAYMENT ALTERNATE NAME' FOR 1099 REPORTING

- 9. Click 'OK'
- 10. Click 'Save'
- 11. Add an 'Effective Dated' row to the location attached to the address.
- 12. Add a note in the comments indicating who added or changed the 'Withholding Alternate Name'.
- 13. Forward the paperwork authorizing the addition or change to the Vendor Registry Office.

**NOTE:** Watch on employee vendors – ap messaging from payroll has been filling in this field, and the names have not always corresponded to Name 1. As of 6/27/07, ITD was going to remove the alternate name from ap messaging.

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